



Chidham & Hambrook Parish Council

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25 September 2020

MEETING OF THE PARISH COUNCIL

Due to the continuing pandemic lockdown situation and following a recent change in legislation, Parish Council meetings are permitted to be held remotely. You are therefore requested to attend a Zoom meeting of the Parish Council on **Thursday 1 October 2020 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded).

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr P Bolton, Cllr S Bramwell Smith, Cllr B Garrett, Cllr R Gowlett, Cllr G Hyde, Cllr R Perri and Cllr J Sheppard

Signed: *B Jones*

Mrs B Jones **Clerk and RFO**

AGENDA

1. **Apologies for absence**
No apologies have been received.
2. **Declaration of interests**
 - 2.1 To receive declarations of interest in respect of matters contained in this agenda in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation Requests received by the Clerk not previously considered.
3. **Minutes**
To approve and sign the minutes of the Parish Council meeting held on 3 September 2020 and the Extraordinary meeting held on 9 September 2020 – *attached*.
4. **Matters Arising from the Minutes (if not on the agenda for discussion)**
5. **Public Open Forum**
Members of the public are invited to raise matters or to ask questions. *Standing order: The period of time designated for public participation at a Council in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the Council. Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.*
6. **Receive Reports**
 - 6.1 Parish Council Chair
 - 6.2 District Councillors
 - 6.3 County Councillor
 - 6.4 Clerk & RFO – *to be circulated*
7. **Committee Minutes & Reports**
 - 7.1 Planning Committee
To consider the minutes of meeting held on 17 September *attached*.
 - 7.2 Neighbourhood Plan Steering Group
To consider the minutes of meeting held on 7 September 2020 *attached*.
The committee is requested for formally appoint Cllr Bruce Garrett to this group.
 - 7.3 Finance Committee

To consider minutes of meeting held on 13 August 2020 *attached*, which contains a recommendation to the Council to approve the Scheme of Delegation - *attached*

7.4 Standing Orders review

A recommendation has been made by the Chair that the following paragraph in the Council's Standing Orders, last reviewed in full in December 2019, be deleted:

Paragraph 27 Urgent Decisions of the Council (Delegation to the Clerk)

d) Under this delegation, where appropriate, the Clerk may decide that an extraordinary meeting of the Council be called to deal with the urgent matter.

7.5 Fingerposts (Cllr B Garrett)

7.6 Parish and Village Entry Signs

A report from Cllr C Archer is *attached* for consideration. It is proposed that:

1) The A259/Broad Road Parish entry sign be removed and repositioned close to the north Parish boundary, just south of the A27 bridge.

2) A new identical Parish entry sign be bought and installed at the west Parish boundary, about 200 metres west of the existing "**Welcome to Nutbourne East in the Parish of Chidham & Hambrook**" sign.

3) A new "**Chidham**" sign be bought and installed at the location of the to-be-removed A259/Broad Road Parish entry sign.

4) All existing Village entry signs be left unchanged.

7.7 Emergency Resilience Plan – deferred to next meeting

7.8 Playground – review of opening (Cllr R Perri)

7.9 Climate Emergency Detailed Action Plan Consultation

To consider a response to this consultation

(<https://www.chichester.gov.uk/letstalkclimatechange>) due by 6 November 2020.

8. **Finance and Governance**

8.1 To authorise invoices for payment – *attached*

8.2 To note Direct Debit/Standing Order payments made – *attached*

8.3 To acknowledge receipt of credits paid to the Council's bank accounts – *attached*

8.4 CHPC Grants

To consider an application from local charity 4Sight for £98.00 (to fund 2 members at £49 per person per year). Application has been *circulated* separately.

9. **Meeting Dates**

Neighbourhood Plan Steering Group – 5 October 2020 7:30pm

Planning Committee – 8 October 2020 7:30pm (to consider large applications)

Planning Committee – 15 October 2020 7:30pm

Neighbourhood Plan Steering Group – 2 November 2020

Parish Council – 5 November 2020 7:30pm

10. **Items for the next meeting**

11. **Any Other Business**

Meeting to conclude by 9pm (*Standing Order 3(w): A Council meeting should not normally exceed a period of (2) hours*).

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
held remotely on Thursday 3 September 2020 at 7:30pm**

Present	Cllr C Archer	Cllr S Bramwell Smith
	Cllr B Garret	Mr R Gowlett
	Cllr G Hyde	Cllr P MacDougall (Chair)
	Cllr R Perri	Cllr J Sheppard
	Cllr J Towers (Vice-Chair)	

In attendance District Councillors D Rodgers, P Plant and A Moss

Members of the public Mrs S James

Meeting commenced at 7:30pm

056-20 **Apologies for absence**

Apologies had been received from Cllr P Bolton and County Councillor M Magill.

057-20 **Declaration of interests**

There were no declarations of interest.

058-20 **Minutes**

Minute 046-20 - Delete 2nd bullet point.

Resolved that the minutes of the Parish Council meeting held on 6 August 2020 be agreed as an accurate record and signed by the Clerk noting this minute number.

059-20 **Matters Arising from the Minutes (if not on the agenda for discussion)**

The following issues were raised:

- The Planning Committee was still short of one member.

060-20 **Public Open Forum**

Mrs S James wished to raise the following matters:

- Footpath FP225 – Reported that the handrail had gone completely to the eastern section past White Cottage and there was an 18ft drop to the ditch which was very dangerous. **Action: Clerk to feed back to County Cllr**

- Was grateful for the response from Cllr C Archer on the Operation Watershed question from the last meeting.

- Questioned a number of issues relating to the NPSG and was requested to put this in writing to the Chair for a response.

061-20 **Receive Reports**

061-20.1 Parish Council Chair

Cllr P MacDougall raised the following issues:

- Sought a councillor to lead on litter in the parish – Previous councillor Mrs M Gilby had suggested an anti-litter sign such as was in place in Bosham. A further hole in the Barleycorn bus shelter glass panel was reported. **Action: Clerk to report to Sussex Police and seek someone to fill the hole with sealant**
- CHPC Grant for 4Sight – The CHPC Grants Policy was discussed and suggested it be reviewed at the next Finance Committee meeting. Agreed that 4Sight not be invited to the next Parish Council meeting. **Action: Clerk to add CHPC Grants Policy to next Finance Committee agenda and 4Sight grant to next Parish Council agenda**
- Cutting back vegetation at Calloways Lane - Mr R Yeld cuts the grass and Mr D Bulbeck cuts the ditches and some trees back annually and we are invoiced for this work. The Clerk queried whether this should be added to the grass maintenance

contract. However it was firmly suggested that this work remain with Mr Bulbeck due to his local knowledge.

- The Council was still struggling to secure Pynham Meadow. A direct meeting was now being sought between CDC's solicitor, the Chair and the Council's solicitor to try and resolve the matter.

061-20.2 District Councillors

A written report from the Harbour Villages councillors had been circulated and was noted.

Cllr A Moss advised that an update on planning issues would be part of the All Parishes meeting on 16 September. The HELAA would not be available until after that date. The housing numbers would be published later in the year. The district council was working on getting the Local Plan completed before the introduction of new planning regulations. Cllr P Plant was happy to be the point of contact on 'litter' matters.

The reason for the nuisance complaints was most likely due to fly tipping. Now that the tips were open again the nuisance complaints had reduced.

Parishes had been asked to comment on Government consultation on Changes to the Planning System and the Council was encouraged to prepare a response. **Action: Clerk to add to Planning Committee agenda**

The district council monitors air quality and needs to report any area where air quality fails the set standard. The district council produces an air quality action plan working with responsible authorities and partners to include improvements such as electric cars, car sharing promotion etc. The air quality in Orchard Street, Chichester had improved to such an extent that they were considering de-classifying it, possibly due to the improved technology of cars.

061-20.3 County Councillor

A written report from County Cllr M Magill had been circulated and was noted.

A recent email re WSCC funding for road infrastructure had been received. A rut had been left in Chidham Lane right opposite the school following some work to trench the road. A joint response to WSCC was sought with the school. **Action: Cllr M Magill to investigate**

WSCC Highways, in carrying out work to resurface roads and repair potholes were not focusing on the manhole covers which should be raised to become level with the new surface. These were left untouched and became dangerous as they were further recessed at each re-surfacing. Contractors didn't seem to have been requested to raise the manhole covers. **Action: Cllr M Magill to investigate**

061-20.4 Clerk & RFO

The Clerk had circulated an update on current projects dated 2 September 2020 which was noted. **Action: Cllrs S Bramwell Smith and R Perri to have their photos taken for the new website**

070-20 Committee Minutes and Reports

070- Planning Committee

20.1.1 The minutes of the meeting held on 20 August 2020 were noted.

070-20.2 Neighbourhood Plan Steering Group

The minutes of the last meeting of the NPSG held on 12 August 2020 had been included with the agenda and were noted.

The NPSG had meet with three developers during the week. Pre-prepared questions had been sent to them in advance, based on their questionnaire responses submitted in March 2020. An Extraordinary Parish Council meeting had been called to consider the planning application CH/20/01826/FUL by Sunley Estates Ltd relating to Land Adjoining A27 Scant Road West Hambrook. It was suggested that the questions and notes from the meeting be circulated to all councillors. **Action: Clerk**

The agenda and information regarding this meeting had been published on the website and on Facebook.

Resolved: That the developer/agent be invited to give a presentation and answer questions at the Extraordinary Parish Council meeting on 9 September 2020

The Chair sought one further member on the NPSG.

070-20.3 Public Open Space Advisory Committee (POSAC)

The minutes of the last meeting held on 17 August 2020 were circulated as part of the agenda.

It was noted that the section of hedge removed for works to be carried out to the ditch and subsequently regrown was not an 'ancient' hedge. A section of the hedge had been removed for the construction of the Hambrook Relief Sewer about 15 years ago. A discussion took place about the footpath FP258 running north/south to the west of the meadows and how to handle the overgrowth. County Cllr M Magill had been in touch with the WSCC Officer and they would be sending someone out to have a look at this. WSCC were responsible for establishing riparian ownership. The footpath would need to be officially closed to enable the work to progress.

A decision regarding the establishment of a 2020-21 budget to maintain and clear footpath FP258 would be held pending the outcome of WSCC investigations.

Resolved that:

1. **The conceptual design from FuturEcoLogic Ltd be accepted as the design for the two meadows except for the following:**
 - a) **The dog exercise area in Hawthorne Meadow be deleted from the conceptual design and that dogs be allowed all over Hawthorne Meadow and not on leads.**
 - b) **Pynham Meadow be dog free.**
 - c) **The overgrown access point in the hedge between the two meadows be re-instated.**
2. **Work begins immediately on the development of Hawthorne Meadow with full costings for implementation of the project and future operational costs.**
3. **The Council monitors the 'dogs not on leads' situation and reviews this in a year's time.**
4. **Feedback on the consultation be prepared for publication to the Council's website and on social media.**
5. **Grass cutting at the verge along Broad Road continue on a six weekly basis until March 2022 when this is reviewed.**
6. **WSCC be requested to investigate riparian ownership on both sides of the footpath FP258 as a matter of urgency.**

070-20.4 Broad Road Playground

Cllr R Perri gave an oral report on the recent re-opening of the playground. The sign had been erected. Usage had been steady and rules were being observed. The notice on the gate was damp and it was suggested that this be replaced with a laminated sign with another sign being placed on the inside the playground.

Emails had been received from residents requesting that the hours of opening be reviewed. Unfortunately the keyholder who opens/closes the playground had been on holiday so the opening times were haphazard. Additional keyholders would be sought as back-up. There was no reason why the playground should not remain open and continue to be monitored for usage.

Resolved: That the playground continues to remain open and that monitoring continues.

070-20.5 Emergency Resilience Policy

Deferred to next meeting.

070-20.6 Flood Risk Maps & Operation Watershed Ditch work

Cllr Archer had circulated a report in response to a question raised in the public open forum section of the Parish Council meeting held on 6 August 2020.

Some of the Operation Watershed work was not on historic ditches. This meant that the resultant improvement would not be represented in the Environment Agency flood risk maps. Cllr Archer is pursuing this issue with WSCC.

- 070-20.7 **New Chidham and Hambrook signs**
 Cllr Perri introduced this item stating that she was proposing an additional sign on northern boundary of Hambrook south of the A27 - coming into Hambrook from Cheesemans Lane. Following a general discussion about various village entry signs in the parish, council members were requested to acquaint themselves with the signs and their placement prior to the next meeting.
 - The Welcome to Chidham and Hambrook Parish signs should be at entry points to the Parish from the east/west/north.
 - The erection and removal of any signs needed to be coordinated with WSCC Highways.
 - Councillors were invited to inspect the existing parish and village signs before the October meeting.
Resolved: That a report be prepared for the next meeting. Action: Cllr Perri to prepare a report and Clerk to add to agenda. Other Councillors could also submit reports for the agenda if they wished.
- 070-20.8 **Notable verges**
 Cllr Towers had circulated an email received from WSCC. County Cllr M Magill, in his report, advised that WSCC had a new programme from Spring 2021 that aimed to encourage wildflowers and bio-diversity.
- 071-20 **Finance and Governance**
- 071-20.1 The Clerk added a further invoice to Mr D Bulbeck in the sum of £96.00.
Resolved that the payment of invoices to 31 August 2020 be approved for payment.
- 071-20.2 Noted the direct debit/standing orders made.
- 071-20.3 Noted the receipt of credits paid.
- 071-20.4 No urgent payments had been made.
- 071-20.5 **Local Government Services Pay Agreement**
 Following receipt of the Local Government Services Pay Agreement 2020-21, and the NALC new pay scales for Clerks, the following would be amended in the Clerk's contract by way of a Letter of Variation and would be effective from 1 April 2020:
 1. The Clerk's remuneration will be increased in line with NALC scale point 23 from £14.03 per hour to £14.42 per hour.
 2. The Clerk's statutory leave entitlement will be increased from 21 days to 22 days (plus 8 bank holidays plus 2 statutory days).
- 072-20 **Meeting Dates**
 Neighbourhood Plan Steering Group – Mon 7 September 7:30pm
 Extraordinary Parish Council – Wed 9 September 7:30pm
 Planning Committee – Thu 17 September 2020 7:30pm
 Parish Council – 1 October 7:30pm
- 073-20 **Items for the next meeting**
 - Signs, Emergency Plan, Playground - review of opening and CHPC grant 4 Sight
- 074-20 **Any Other Business**
 Cllr Gowlett reported that the SID to the north of Broad Road was defective and had been removed. It would be packed up and sent back to the manufacturer for repair.
 Cllr Towers would discuss the Great British September Clean Up with the Chair outside of the meeting.

The meeting closed at 9:23pm

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council – 3 September 2020

Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Surrey Hills Solicitors	£510.00	3870	Services in connection with acquisition of land (EMR CIL)
2	Andrews Ground Maintenance	£460.00	CHPCAUG20	Playground risk assessments, playground maintenance, Hawthorne Meadow walkway mowing, strim verge Broad Rd and strim Catchpond
3	Climate Project Services	£269.38	356	Services re clerking for Neighbourhood Plan Steering Group March to August 2020
4	Climate Project Services	£656.50	355	Data entry and data analysis Neighbourhood Plan residents' `questionnaire August 2020
5	Mr D Bulbeck	£96.00		Cutting back ditches and banks at Calloways Lane

8.2 To note Direct Debit/Standing Order payments made:

1	Information Commissioner's Office	£35.00	05/08/2020	Annual data protection insurance fee
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£5.01	10/08/2020	Interest July 2020
2	Came & Co.	£52.79	14/08/2020	Refund of overpaid insurance premium

**Draft minutes of the Extradordinary meeting of Chidham and Hambrook Parish Council
held remotely on Wednesday 9 September 2020 at 7:30pm**

Present	Cllr C Archer Mr P Bolton Cllr G Hyde Cllr R Perri Cllr J Towers (Vice-Chair)	Cllr S Bramwell Smith Mr R Gowlett Cllr P MacDougall (Chair) Cllr J Sheppard
In attendance	District Councillors P Plant and A Moss	
Members of the public	Mr S Watson Mrs S James, Mr & Mrs A Frew, Mr A Collins, Mr C Lindsay, Mr S Martin, Ms L Overstall, Mr S Johnson, Mr J Bossman, Mr R Spencer, Mr J Keynes, Ms S Galloway Ms A Sutton - Neame Sutton Ltd Ms C Treadwell - Sunley Estates	

Meeting commenced at 7:30pm

- 075-20 **Apologies for absence**
Apologies had been received from Cllr B Garrett.
- 076-20 **Declaration of interests**
There were no declarations of interest.
- 077-20 **Minutes**
The minutes of the last ordinary meeting held on 3 September and this meeting would be considered at the next Parish Council meeting on 1 October 2020.
- 078-20 **Matters Arising from the Minutes (if not on the agenda for discussion)**
The following issues were raised:
- Bus shelter glass pane more damaged than at first thought. Clerk is handling repair.
- Flatt Road space for allotments very untidy. District Cllr D Rodgers is raising this at the district council.
- Litter picking date to be established.
- Concern re legal costs on the land acquisition.
- 079-20 **Public Open Forum**
An open forum was held before the meeting commenced, at which local residents were invited to speak on the planning application CH/20/01826/FUL.
- 080-20 **Planning Application CH/20/01826/FUL**
Sunley Estates Ltd Land adjoining A27 Scant Road West Hambrook Chidham
Erection of 118 dwellings (including 35 affordable dwellings) accessed via Broad Road, and the provision of public open space, landscaping and associated works at Rose Briar Copse, Land East of Broad Road, Hambrook

The Planning Committee, at its meeting on 20 August 2020 had agreed to object to this application but to open the discussion up for residents to attend this extraordinary Parish Council meeting. A number of objections had been collated via email correspondence.

The following comments were made:
- The transport plan did not describe the true situation with train/bus services and distance to commercial outlets which would require people getting in their cars
 - This application almost created a new settlement to the north of Hambrook, with limited links to the village.

- The proposed foul sewage (wastewater) pumping station would possibly not have adequate capacity. In addition, if the power supply to the pumping station failed and/ the pumps and/or the standby pumps failed, the situation could become very serious
- Would be a decline in the quality of life for people living in the village
- It was not appropriate for the NPSG to respond to this application as the group was in the process of developing a Neighbourhood Plan that would balance development across the whole parish.
- The development would contribute to the continuing removal of wildlife habitat in Hambrook.
- This application would put an unfair burden on the north side of the parish.
- The noise which would result from the development placed right next to the A27.
- The designation of Hambrook as a 'development hub' and what this meant.
- Heavy traffic and low water pressure would be a heavy burden for the area.
- The proposed shared 3-metre wide pedestrian/cycle route is contrary to current national thinking and could be dangerous for pedestrians.
- The developer could not guarantee that the roads in the development would be adopted by WSCC. Private roads in developments cause several difficulties.

Over 35 objections from residents had been logged on CDC's Planning Portal. District Cllr A Moss had red carded this application. No Planning Committee date had yet been set by the district council for consideration of this application.

Resolved: That the Parish Council object strongly to this planning application taking into account comments made by Parish Councillors to be circulated to the Clerk by mid-day Friday 11 September 2020.

081-20 **Any Other Business**
None.

The meeting closed at 8:45pm

Signed by:

Date:

CHAIRMAN

Draft Minutes of the Planning Committee meeting of Chidham & Hambrook Parish Council held remotely on Thursday 17 September 2020 at 7:30pm

Present	Cllr S Bramwell Smith Cllr J Sheppard	Cllr R Gowlett Cllr J Towers
In attendance	District Councillors P Plant and A Moss Cllr R Perri	
Members of the public	Mrs S James, Mr C Lyons and Mr E Allsopp of WYG (planning consultants)	

Meeting opened at 7:30pm

026-20 **Apologies for absence**

The Chairman paid tribute to Mr Tony French, former councillor who was very active in the Chichester and local area. District Cllr A Moss advised that there would be a tribute to Mr French at the Full Council meeting on Tuesday. Apologies had been received from Cllr B Garrett.

027-20 **Declarations of Interest**

There were no declarations of interest.

028-20 **Minutes**

Resolved that the minutes of the Planning Meeting held on 20 August 2020 be approved as a correct record subject to the above amendment and signed by the Clerk noting this minute number.

029-20 **Public Open Forum**

Mr C Lyons and Mr Ed Allsop planning consultants for the planning application at Agenda item 2 Chas Wood Nurseries, gave some background to this application. They had attended a Planning Committee meeting in 2019.

Mrs S James requested an explanation of Minute 017-20.5 and was advised that the minute stands as there was no further discussion of the issue. Cllr Bramwell Smith advised that she no longer wished to pursue this point.

030-20 **Planning Applications**

030-20.1 CH/20/01839/DOM
Keith Lorimer Kingley Mead Main Road Chidham PO18 8TP
Proposed first floor extension.

Resolved: that the committee had no objection and no comment to make.

030-20.2 CH/20/01854/OUT
Grand Holdings Chas Wood Nurseries Main Road Bosham PO18 8PN
Outline permission for 19 no. dwellings with access, public open space, tennis court and other associated works (with some matters reserved except for access).

Mr Lyons and Mr Allsop answered questions as follows:

- a tennis court had been suggested by considering the district council's Infrastructure document and as there was some public car parking spaces nearby. The management of the tennis court would be up for discussion with the Council.
- Highways had assessed the site as safe and there were good visibility splays. The road had been widened to the legal limit. WYG undertook to respond with the owner of the access point.
- Car parking to support the school could be considered.
- Mix of tenure details would come out in any full application when they would be in discussion with CDC's Housing Officer but there would be 30% affordable housing.
- nitrate mitigation would be considered once they had had a response from the district council.
- this development would not be visible from the road.

- site is outside the settlement boundary however it is right next to a caravan park with houses around so no damaging effect like others in green area. Planting would be increased along the edges of the site.

Resolved: that the committee object to this planning application and make the following comments:

- The site is well outside the settlement boundary and extends it to the east.
- The main access from Main Road is a single lane track and comes out onto Main Rd where the transition from 40mph to 60mph is 100 m to the east. Traffic often does not slow down when coming west.
- The mix of housing is not appropriate. The parish housing stock is heavily skewed towards larger 4+bed housing and there is a need for smaller units. The 5 bed in particular is not housing that is required for local people. There are no 1 bed units.
- No detail on the market and affordable housing mix or the tenure.
- There is no evidence that a tennis court is needed in the Parish. Would this be for the exclusive use of the development or open to the public? If the latter who would be contributing towards its maintenance?
- There are no details on nitrate mitigation
- Impact on the AONB and the green corridor on wild life
- Street lighting is at odds with the parish council's commitment to low level lighting in areas adjacent to the AONB and dark skies policy.

030-20.3 CH/20/01088/FUL

Mr N Perryer 32 The Avenue Hambrook Chichester West Sussex

Demolition of dwelling. Erection of 2 no. semi-detached houses.

With an untidy site the district council can insist that something is done about it.

Resolved: That the committee object to this planning application and make the following comments:

- Clarification is required on the access to the site
- Bat protection strategy should be more than just 'adequate'.
- Loss of light and privacy to immediate neighbours
- Inappropriate to replace a single bungalow with two two story houses
- Must be adequate bat roosting protection
- No detail on future proofing for climate change in design

030-20.4 CH/20/01240/DOM

Little Willow 10 Maybush Drive Chidham Chichester West Sussex PO18 8SS

Change of roof space to habitable accommodation with side dormer to the rear elevation and rooflights.

Resolved: that the committee had no objection to this planning application but would comment as follows:

- Condition required relating to blackouts on the roof lights in line with 'dark skies' policy.

030-20.5 CH/19/02758/FUL

Hambrook Holiday Park Broad Road Hambrook PO18 8RF

Refurbishment, extension and rationalisation of existing layout of Hambrook Holiday Park including demolition of existing clubhouse and storage buildings. Construction of new access roads, layout out of redistributed existing/consented mobile home pitches, creation of green amenity spaces, landscaping together with parking and refuse storage.

A letter from CDC dated 15 September suggested that amended plans were submitted showing drainage buffers and proposed phasing, however members were unable to establish the difference in the two sets of plans. There was concern that work was being carried out to the site and a discussion had taken place with the enforcement and environmental health teams. The mobile homes were very close together and an issue had arisen regarding how the refuse vehicle would access the site. There was also confusion as to whether this was still going to be a holiday site or a permanent residential

site and query regarding a breach of the site licence. The owner of the site has other sites of a similar nature.

The Council had objected previously and this objection still stood. The deadline for comment was 29 September 2020.

Resolved: that a site visit be arranged and that members speak with the Planning Officer to get a better understanding of the current situation.

030-20.6 CH/20/01687/OUT

A. E. and J Shepperd Land East Side Of Hambrook Hill Hambrook Chidham West Sussex

Outline Planning Application for some matters reserved access, erection of 39 no. dwellings. New access onto Hambrook Hill (South), open space within the centre of site and new pedestrian/cycle way from within to Broad Road.

The NPSG had met with the landowner and agent of this site. The date for response was 8 October 2020.

Resolved: that the committee request a site visit and request an extension of time in which to comment to 15 October 2020.

031-20 **Planning Decisions**

031-20.1 CH/20/00084/OBG

Mark Penfold Greenacre Nursery Main Road Chidham Chichester West Sussex PO18 8TP - Variation of S106 agreement from CH/16/04132/OUT. PERMIT WITH S106

This related to a change from shared equity units to shared ownership which was more affordable to first time buyers.

031-20.2 CH/20/00619/FUL

Miss Victoria Shelley Moffatts Broad Road Hambrook Chidham PO18 8RG - Change of use of garage to hair and beauty business and associated internal works. 1 no. extension onto the back of the garage. PERMIT

No objection from Council.

031-20.3 CH/20/01758/DOM

Mr Simon Loveday 54 The Avenue Hambrook Chichester West Sussex PO18 8TY - Proposed single storey side extension to north elevation and insertion of 2 no. rooflights to rear elevation. PERMIT

No objection from Council.

031-20.4 This application was repeated. Original at 031-20.1

031-20.5 CH/20/01849/TPA

Mrs Emily Price 3 Potters Corner The Avenue Hambrook Chichester West Sussex PO18 8TT - Crown reduce by 3m (back to previous pruning points) on 1 no. Oak tree (T2) subject to CH/08/00135/TPO. PERMIT

The Council had no objection to this application but wanted photos before/after and evidence of structural damage if any.

032-20 **Planning Appeals**

There were no updates.

033-20 **Planning enforcement**

There were no updates. The district councillors were requested to follow up the Clerk's request to CDC's Enforcement Manager for an update on enforcement matters in the parish.

034-20 **Government Consultation – Changes to the Planning System**
Cllr J Towers gave a presentation of the information received from CDC's All Parishes Meeting the previous evening. District Cllr A Moss had requested that certain documents considered by CDC's Development Plan and Infrastructure Panel be shared with parish councils. Fishbourne Parish Council's response had been shared with us as well as Bosham Association's comments.

Resolved: that a consultation response be worked up and circulated to all Parish Councillors for agreement in order to respond by the deadline 1 October 2020.

035-20 **Chair's Report**
None

036-20 **Any other business**
None.

037-20 **Next meeting**
The next meeting of this committee would be held on **Thursday 15 October 2020**.

Meeting closed at 8:45pm

Signed by:

Signed: (Chairman)

(Date)

**Chidham Hambrook Nutbourne East
Neighbourhood Plan Steering Group
7th September 2020 via Zoom Videoconferencing**

MINUTES

Present: Philip MacDougall (Chair), Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers, Sue Bramwell-Smith, Andrew Sargent, Peter Bolton, Richard Weavis.

Apologies: Andrew Kerry-Beddell, Rachel Perri.

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1930hrs

085/20	Apologies Received from Andrew Kerry-Beddell and Rachel Perri. Roger Gowlett has left the group as he is on the Parish Council Planning Committee.	
086/20	Declarations of Interest None	
087/20	Approval of minutes Minutes approved.	
088/20	Matter Arising 1. An outline of the grant costs was distributed to the group in advance of the meeting. It was agreed that the grant application can go ahead based on the figures put forward. 2. Noted that the group had reduced, whilst that was normal for a project of this length, it was agreed that 2 local residents who had showed an interest in joining would be invited. Action AC. 3. PMacD to pass the final batch of resident questionnaires to KD for input on to the database. It was agreed that LMW will input the final information into a spreadsheet as per KD instructions.	AC PMacD LMW KD
089/20	Brief update of questionnaire KD gave an update on the resident's questionnaire. 551 responses had been received. Section 8 and 9 data had been inputted by KD, some more data needs to be inputted (see minute 088/20 3). It was agreed that the comments made on the Vision Statement are to go back to the Parish Council for their consideration and for them to amend based upon the feedback. Once the final data is inputted it was agreed that KD, AKB and one other resident (subject to their agreement) will do a full analysis of the data. This will be distributed to the group upon completion. Action KD, AKB.	KD/AKB
090/20	Meeting with Developers Debrief of the meetings last week with all developers. Second tier site meetings are now to go ahead– 6 meetings over a period of 2 days maximum was agreed . Jon Herbert of Troy to be invited and questions will be based on previous questions. Action Clerk of the Parish Council to set up the meetings. It was agreed that all Tier 3 sites will receive letters. SJ copied the group on the letter, which is in 2 parts. It was agreed that the group would send out the letters to the remaining Tier 3 sites. Action SJ to liaise with the Clerk of the Parish Council.	BJ/JT

		BJ/SJ
091/20	Action Plan Updated live during the meeting, updated plan to be distributed with the minutes. Action LMW to update plan and pass to Clerk of the Parish Council.	LMW/BJ
092/20	AOB Policies it was agreed that Policies are to be placed on the next agenda as it is recognised that the group need to finalise them. Noted that policies should be reduced and should be Parish specific policies – keep it simple. PMacD to add to next agenda.	PMacD
	Next meeting via Zoom 5 th October 2020 – Richard Weavis gives apologies.	

The meeting ended at 21:10pm.

DRAFT

DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 13 August 2020 at 7:30 pm

Present: Cllr P Bolton Cllr B Garrett
Cllr G Hyde Cllr P MacDougall (Chairman)
Cllr J Sheppard

Also present: Clerk and RFO: Bambi Jones

- 010-20 **Apologies for absence**
All councillors were present.
- 011-20 **Declarations of Disclosable Pecuniary Interest**
No interests were declared.
- 012-20 **Minutes**
Resolved that the minutes of the meeting held on 30 April 2020 be agreed as a correct record.
Resolved that the Clerk sign the minutes noting this decision and the minute number.
- 013-20 **Public Open Forum**
No members of public were present.
- 014-19 Review of accounts for the period 1 April 2020 to 31 July 2020
The Clerk took the committee through the accounts for the four month period.
Resolved that:
- £450 be vired from the Website budget code 4190 to the IT budget code 4200 to cover the overspend on the Asset Inventory Software purchased. The Website budget will therefore be reduced to £550 however there is £5,000 identified against CIL funds to cover the development of a new website.
 - £600 be vired from the Clerk's Salary & NI budget code 4000 to the Pension budget code 4020 to cover the overspend on pension.
- 015-20 **Receive internal auditor's report**
The Clerk explained the two main errors in the 2019-20 accounts which had been highlighted by the Internal Auditor.
- The small VAT recording error had been noted by the Clerk.
 - The issue of recording assets at cost instead of increasing assets year on year to include insurance inflation. The Clerk had noted this requirement and was working on the Asset Register application recently purchased as part of the Alpha software. Owned assets are insured on a New Replacement Value basis and thus accounting 'depreciated' values were not adequate to replace assets at actual prices. Cllr B Garrett, with his background in insurance, offered his assistance to work with the Clerk on the Asset Register in future. **Action: Clerk and Cllr B Garrett**
- 016-20 **Scheme of Delegation**
The Clerk had circulated documents for consideration. It was proposed that the Scheme of Delegation incorporating the Council's committees be used. A number of amendments were suggested. The Clerk will revise this document and circulate to the committee for approval.
Recommended to Council that the Scheme of Delegation be approved for publication on the Council's website.
- 017-20 **Variation to Clerk's Contract**
The variation to the Clerk's contract relating to additional annual leave was considered. The budget code was not likely to be affected significantly with additional leave costs.
- 018-20 **Any other business**
No issues were raised.

019-20 **Date of Next Meeting**

The next Finance Committee meeting will take place on Thursday 25 November 2020.

The meeting closed at 8:50pm

Signed: (Chairman)

(Date)

CHIDHAM & HAMBROOK PARISH COUNCIL

SCHEME OF DELEGATION

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee or the clerk, being the council's proper officer.

The Council's Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to Standing Committees and the Clerk/RFO to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties. Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1. COUNCIL FUNCTIONS

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Approval of the Annual Return and Audit of Accounts
- Authorisation of borrowing
- Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
- Making of Orders under any statutory powers
- Making, amending or revoking By-laws
- Appointment of Advisory Committees
- Appointing Council representatives to outside bodies
- Responsibilities in relation to Data Protection and Freedom of Information
- All other matters which must, by law, be reserved to the Full Council

2. STANDING COMMITTEES

- 2.1 The following matters are delegated to the Council's Standing Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a committee has no delegated power to make a decision it makes a recommendation to Council.

2.2 Planning Committee

The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- To comment on planning applications and decisions received from the Planning Authority (Chichester District Council or West Sussex County Council)
- Enforcement and appeals
- Local and regional plans

- To comment on behalf of the Council on Local Plans, Mineral Plans, Waste Plans, Regional Plans and any other plans or studies as considered appropriate.

The following matters are reserved to the Parish Council for decision but the committee will make recommendations to the Parish Council:

- Street naming

2.3 Finance Committee

The Finance Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Overview of the financial aspects of the business of the parish in liaison with the Clerk
- Review of income and expenditure against approved budget during the financial year
- Preparation of annual budget and setting of precept
- Ensuring adherence to the Council's Financial Regulations
- Reviewing internal and external audit reports for implementation of any recommendations
- Regularly reviewing Council's financial risk assessment, internal controls and financial implications
- Other matters directed by the Parish Council for review

The following matters are reserved to the Parish Council for decision but the committee will make recommendations to the Parish Council:

- Accepting the budget and setting the precept
- Appointing an Internal Auditor
- Approving the Annual Governance and Audit submission to the Council's external auditor

2.4 Staffing Committee

The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- All personnel, employment and management matters relating to the Clerk and any future employees
- Appointment and recruitment of the Parish Clerk and annual appraisal
- Performance management system for staff
- Disciplinary and grievance matters

The following matters are reserved to the Parish Council for decision but the committee will make recommendations to the Parish Council:

- Employment policies and procedures including the Disciplinary Policy, Appraisal Policy, Equality & Diversity, Sickness and Absence Policy and Health and Safety Policy
- Remuneration, pension provision and conditions of service of staff

2.5 Complaints Committee

The Complaints Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Complaints raised against the Council and/or the Clerk under the Council's adopted Complaints Procedure.

3. ADVISORY COMMITTEES and GROUPS

An Advisory Committee is established by Council resolution and local residents may be appointed to the committee. Advisory committees have no delegated powers and report to Council.

3.1 **Public Open Spaces Advisory Committee (POSAC)**

Matters dealt with by this committee:

- Advising the Council on developing the Council's open spaces including the children's play area, Broad Road and Hawthorne Meadow and any other public open spaces which come into the Council ownership
- Preparation of a rolling five-year plan for the efficient management, maintenance and improvement of these spaces and regular review of these plans
- Consideration of consultants/contractors in relation to proposed work on these areas

The following matters are reserved to the Parish Council for decision but the committee will make recommendations to the Parish Council:

- Approval of proposed consultant or contractor in relation to proposed work
- Submission of funding applications and expenditure against these funds
- Approval of rolling plans relating to maintenance, management and improvement of these spaces

3.2 **Neighbourhood Plan Steering Group**

Matters dealt with by this Steering Group:

- Delivery of plan making functions including consultation and community consultation and engagement
- Development of a project timetable and liaison with relevant authorities and organisations
- Evidence gathering and analysis to support plan
- Agreeing the final submission version of the revised Neighbourhood Plan
- Development of grant applications.

4. **THE CLERK/RFO**

The following matters are delegated to the Council's Proper Officer/Responsible Financial Officer (RFO) to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. The Council may at any time, following resolution, revoke any delegated authority.

4.1 **The Clerk**

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- Issue all statutory notifications
- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing interests
- Receive and retain documents and plans
- Sign notices or other documents on behalf of the Council
- Receive copies of By-laws made by the principal authority (Chichester District Council or West Sussex County Council)
- Certify copies of By-laws made by the Council
- Sign and issue summonses to attend meetings of the Council
- Ensure compliance with Standing Orders
- Manage the provision of the Council's services, assets, land and resources
- Deal with dispensation requests from Members under the Code of Conduct
- Deal with matters specifically delegated by the Council or one of its committees

- Facilitate decisions relating to the training of councillors
- Responsible for the overall management of all budgets in accordance with Council policies
- Notifying the Council with regard to changes in legislation

Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation with directions given by the Council from time to time and through consultation with and reference to the Chair.

4.2 **Responsible Financial Officer (RFO)**

The Clerk is also the Council's RFO and as such is specifically authorised to:

- Ensure compliance with Financial Regulations
- Ensure compliance with all financial procedures
- Determine accounting policies, records and control systems.
- Manage the risks of the Council and report on matters arising to the Council
- Ensure all financial transactions, including payment of suppliers and the raising of invoices, are actioned in a timely way and in accordance with proper practices.

5. **EMERGENCY MEASURES**

The Clerk is authorised to act on behalf of the Council in all matters in consultation with the Chairman and/or Vice-Chairman in cases of urgency or emergency with notification to the whole Council. A maximum expenditure of £1,000 is permitted under this delegated authority.

PARISH AND VILLAGE ENTRY SIGNS

I have inspected all the above signs.

Parish Entry Signs

- ❖ Each of the three main Parish boundaries should be signed consistently.
- ❖ There are two Parish entry 'gateway' signs with the wording: "**Welcome to CHIDHAM AND HAMBROOK Please drive carefully**". One is located on the A259 about 250 metres west of the east Parish boundary at Cutmill. The other is more centrally located on the A259 near the Broad Road junction.
- ❖ The west and north Parish boundaries have no Parish entry signs.
- ❖ My view is that the A259/Broad Road Parish entry sign is confusingly located and should be removed and repositioned close to the north Parish boundary, just south of the A27 bridge.
- ❖ When funds permit, a new Parish entry sign should be bought and installed at the west Parish boundary, about 200 metres west of the existing "**Welcome to Nutbourne East in the Parish of Chidham & Hambrook**" sign.
- ❖ The above actions would need to be undertaken in liaison with WSCC.

Village Entry Signs

There are four Village Entry signs:

- ❖ "**Hambrook Please drive carefully through the Village**" - located at the 30mph sign in Broad Road just north of Scant Road West.
- ❖ "**Hambrook Please drive carefully through the Village**" - located just north of the Broad Road level crossing.
- ❖ "**Welcome to Nutbourne East in the Parish of Chidham & Hambrook**" – located on the A259 about 200 metres east of the west Parish boundary.
- ❖ "**NUTBOURNE**" – located on the A259 just east of Broad Road.
- ❖ There are no village entry signs for Chidham.

Drivers focus generally on village names when looking for an address. We have three villages in our Parish so, although the use of the name of the Parish in our gateway signs promotes the Parish itself, it does pose some difficulties. The village names appear in the roundels on the gateway signs but are too small to be read safely by drivers.

For consistency, either all three villages should have individual name signs, or none of the villages should have them. If we remove all the village name signs, then I anticipate complaints from the residents of Hambrook and Nutbourne East. Removal and abandonment of the gateway signs, followed by the installation of village entry signs, is probably not an option. A quandary.

For information, three of the village entry signs were paid for by the Parish Council. I believe that the "**NUTBOURNE**" sign was funded by WSCC.

Cllr Cliff Archer
19 September 2020

Chidham & Hambrook Parish Council – 1 October 2020

Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Playdale Playgrounds	£828.30	0000040087	Wet pour and bolt for repair to net and elephant springer. (Net from ring fenced funds EMR CIL £690.25)
2	Playdale Playgrounds	£6,411.60	0000039597	New equipment at playground – remaining 50% invoice (Net from ring fenced funds EMR S106 £278.64; EMR CIL £5,064.36)
3	SSALC	£36.00	14403	Training for Clerk – Allotment Management (Training budget 4110)
4	HMRC	£1,071.48	475/PM00963717	PAYE Q2 2020

8.2 To note Direct Debit/Standing Order payments made:

1	Supertrust	£98.72		Pension contributions Month 5
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£1.17	09/09/2020	Interest August 2020
2	CDC	£24,062.00	11/09/2020	Precept